**Open the CMT Account, S**ubmission and Two-tier Review

 (May 5, 2021)

**"APMAA2021" CMT Site**

APMAA 2021 employs the Conference Management Toolkit (CMT) that Microsoft Corporation provides to manage submitted papers.Please submit your paper for the APMAA 2021 conference to the CMT site at <https://cmt3.research.microsoft.com/APMAA2021/Submission/Index>. If you have not a CMT account,  please make it by **registering** your Email and Password at [Conference Management Toolkit - Create New Account (microsoft.com)](https://cmt3.research.microsoft.com/User/Register?ReturnUrl=%2FAPMAA2021%2FSubmission%2FIndex). After then, log-in to CMT with this account.

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| CMT Structure of the "APMAA2021  (Track 1) Parallel Sessions → Primary subject areas (15) → Secondary subject areas (Track 2) Others → Primary subject areas (Invited speakers; Forum presenters)(Track 3) Doctoral Colloquium→ Primary subject areas (Doctoral students; Mentors and speakers) |

**-CMT skills for Paper Submission**

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| **CMT skills for Paper Submission (APMAA 2021) April 28, 2021****Create New Account**Please click on the Registration URL: [Conference Management Toolkit - Create New Account (microsoft.com)](https://cmt3.research.microsoft.com/User/Register?ReturnUrl=%2FAPMAA2021%2FSubmission%2FIndex), or <https://cmt3.research.microsoft.com/User/Register>/**Log in to the CMT system**If you already have your account – Please click on the following to log in: URL: <https://cmt3.research.microsoft.com/user/login> **Submit your paper to APMAA 2021** **Step1: Make your account of Microsoft Conference Management Toolkit (CMT)**• If you have a CMT account, skip this step and proceed to Step 2.• **If you do not have a CMT account, please access:** <https://cmt3.research.microsoft.com/User/Register>/ **Step 2: Access CMT** (<https://cmt3.research.microsoft.com/User/Login>)**Step 3: Login CMT**• Input your Email and Password**Step 4: Select "All Conferences" on the Conference List page**• Input "Asia-Pacific Management Accounting" to "type to filter…"• Click "Asia-Pacific Management Accounting Association 2021Annual Conference (APMAA 2021)"**Step 5: Click the "+Create new submission" button**• At the author console page, click the "Create new submission" button. Then select one track from ((Parallel Sessions, Others, Doctoral Colloquium).•After moving to the "Create New Submission" page, fill the whole page. (When you selected "Parallel Sessions" track, select "primary subject area" and "secondary subject area" and check)• Drop your paper file to the WEB browser or click the "Upload from Computer" button and select your file.**Step 6: Click the "Submit" button.** |

**Parallel Sessions paper submission: subject areas**

In your **Author console**, please select an appropriate subject area by checking a *primary* button at the bottom of the **Edit Submission** page. Check a secondary area button also when you find an additional relevant area.

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| **Checking primary and secondary areas.**CTM→ Author console →Create New submission (select Parallel Session Track) →action (select Edit Submission) →move to the bottom of the Edit Submission page.**SUBJECT AREAS**

| **Primary** | **Secondary** |  |
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|  |  | Accounting Education |
|  |  | Case studies (health care institutions, etc.) |
|  |  | History of Accounting discipline |
|  |  | Japan |

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**Two-tier review**

The submitting author(s) will be notified of the acceptance decision by September 1, 2021. All submissions are subject to a two-tier review. First, is the desk review by the CMT main committee, who assesses the suitability of the paper in terms of title/topic, format and the overall grammar. Second, is either a single-blind peer-review or double-blind peer review process organized by the Review Committee consisting of a panel of leading scholars.

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Please ensure your submission meets the Conference's guidelines for accepting **academic papers**.

1. All submitted manuscripts should report original, unpublished research results.
2. Our review team engages in review on a first-come-first-served basis. The team chair notifies authors of the review results soon after the completion of each review. This allows authors enough time to polish their papers. If your document is hard to read or does not meet an academic format, we will decline it before sending to our reviewer (Desk Reject). Authors who received a "Minor Revision" or "Major Revision" notification are requested to resubmit their revised (final) manuscripts before a specified date (the temporal deadline is **August 20**) to get an "Accept" notification by September 1 ([Status of your submitted paper (sakura.ne.jp)](http://s-ueno.sakura.ne.jp/APMAA_2018_Tokyo/Status%20of%20your%20paper_page_1.htm)).
3. At least one of the authors must register (pay the participation fee) for the Conference before September 15, 2021, to attend and present their papers.

Each author who registers for the Conference is limited to two (2) full paper submissions (including co-author papers) for the parallel sessions.